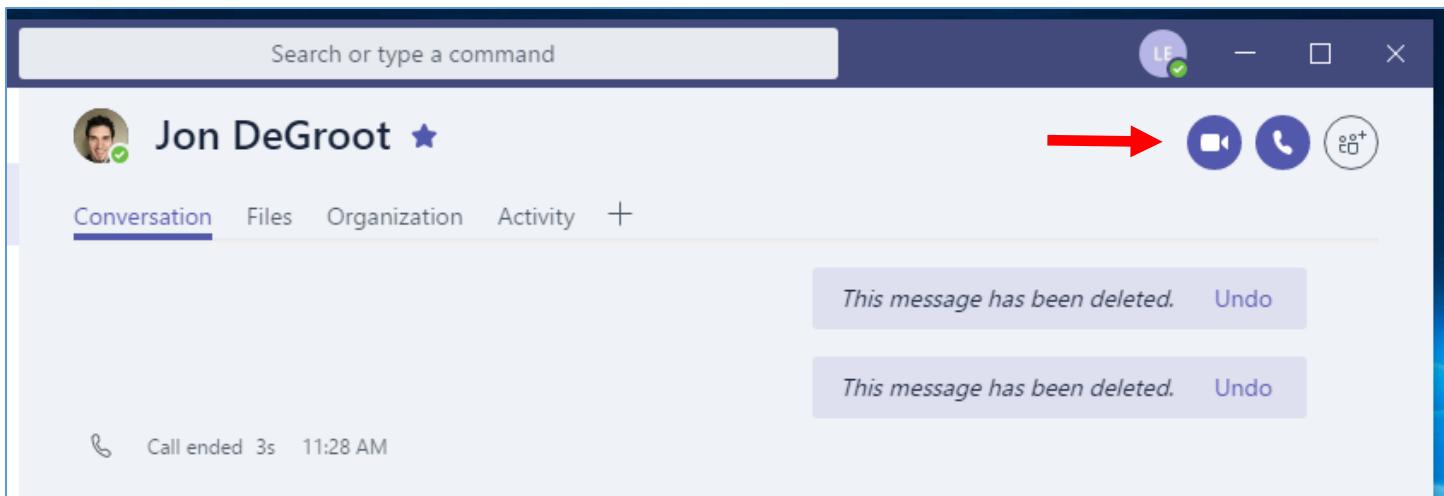




Microsoft Teams

Audio and Video Calls

You can use Teams to make audio or video calls by clicking on the video or audio buttons within a conversation.

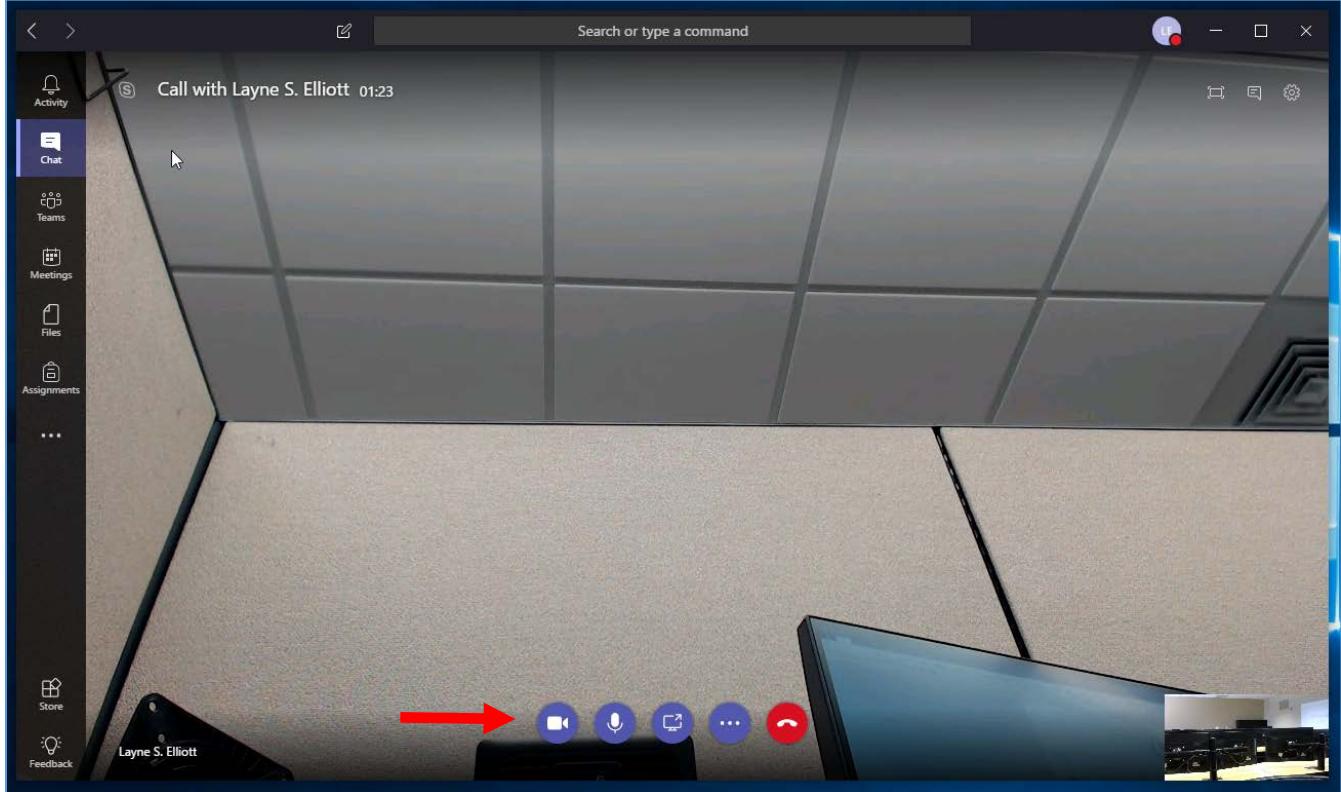


This feature requires a webcam and microphone. If using your laptop's built-in webcam, you may need to remove your laptop from your docking station in order for the webcam to see you

1. Open a conversation with the person you wish to call and click the video or audio call button



- Once the other person(s) has answered the call, you will see video of them on your screen. In the lower right-hand corner, you will see a preview of the video you are sharing.



- Use the buttons on the bottom to stop sharing video/audio, share your screen, or hang up.
- When you click the share screen button, you will be able to choose which monitor you wish to share or to share just one application.

